



A GUIDE TO USING THE TOOLKIT

1	IDENTIFY	Who is going to take part in the documentation process
2	INFORM	Everyone that it is voluntary and unpaid
3	CHOOSE	Which notebook types best suit your purposes
4	PRINT	the number of notebooks your group needs
5	ORGANISE	Meetings and discussions with the participants. Demonstrate making up the notebooks with them
6	PERSONALISE	Add a photo the person or group who are creating each notebook to its front cover
7	CONFIRM	That the participants understand and agree to the consent statements on the front covers. Remind them to delete anything they don't agree to
8	DISTRIBUTE	Pens and writing materials as required
9	ENCOURAGE	People to write and draw as much as they like about whatever they want to
10	AGREE	Deadlines for finishing the notebooks so they can be scanned
11	HELP	People who need encouragement or are confused what to do. Listen to their problems: discuss ideas and options with them.
12	SCAN	The finished notebook as PDF files. If appropriate, upload to your online library or website.
13	RETURN	The completed notebooks back to their authors
14	SHARE	The PDF files of the notebooks with other people using email, USB drives or MicroSD cards.
15	BUILD	Your own online library or website for sharing the notebooks, like Reite Village's Library: https://reitetkrnlibrary.wordpress.com/
16	PRINT	Copies of the scanned notebooks and create a physical library of the notebooks in a community centre or local school.
17	KIT	Pens (biro/ballpoint or Sharpie) Scissors Printer (A4 inkjet or laser) Scanner Computer (desktop or laptop) Internet access Digital camera/mobile phone camera Pocket Photo Printer and photo paper USB drives/MicroSD cards etc.